



TOWN OF MELBOURNE VILLAGE

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Special Commission Meeting

Minutes

Tuesday March 11, 2025

6:30 PM, Town Hall

- I. Call to Order: 6:32 pm
- II. Pledge of Allegiance: Led by Mayor
- III. Roll Call: Present were Commissioners Perrine, Yorio, Anderson, Calenda, Muzzone, Vice Mayor Foster and Mayor Ditty
- IV. Public Forum (3-minute limit each)

Commissioner Yorio: discussed the research she completed regarding the material that was used replace the culvert at Dayton and Savannah, and stated the product was not the correct product for the job. She received a letter from the manufacturer, Quikcrete, to support her concern. In addition, she discussed that a permit should have been obtained.

Greg Purden: reiterated his previously presented concern that the wrong product was used and the job should have been permitted

Ray Bowin: Asked why the process of marking 654 W Pine Rd as unsafe has taken so long. In his opinion, Code Enforcement Officer needs more training.

- V. New Business:

- a) Savannah/Dayton headwall - discussion

Mayor Ditty stated a headwall was not there previously, the job was considered a like kind repair/replacement job, and permitting was not obtained because the job was a Town job and not a safety issue. Our public works supervisor completes the final inspections either way. She noted if the material was not correct then the question is whether it will hold up and for how long.

Commissioner Yorio believes it will fail because the material is not correct.

Mayor Ditty said her main concern is what it would cost to replace, and whether replacement would be necessary.

Commissioner Muzzone said we may need to consult a civil engineer for an assessment. Aesthetics are not a relevant issue, but the most important item is functionality and longevity.

Commissioner Calenda made a **MOTION** for the Town to hire a civil engineer to evaluate if the culvert product used is adequate and the culvert's overall longevity as-is without modifications, not to exceed the mayors approval total of \$2500. Commissioner Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

- b) Quotes for additional Culvert repairs: Tabled to March 25, 2025, Commission Meeting
- c) Demolition of 654 W. Pine Rd

Mayor Ditty discussed the two unsafe structures on the property and how open permits can cause delays on when and how a municipality can move forward with action. Mayor Ditty read the most recent unsafe structure letter sent to the homeowner, dated January 9, 2025.

PW Supervisor Jeff Conklin discussed the two quotes he received for removing the structures and landscaping the property in order to provide the commission with an estimate of costs the Town may incur if it is agreed upon for the Town to proceed.

Commissioner Calenda made a **MOTION** to demolish the structures on 654 W Pine Rd and complete necessary landscaping with minimal tree removal in compliance with Town code. Commissioner Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

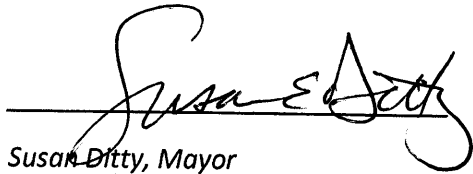
- d) Town Reserves FY2024 (at table)

The Town Clerk, Heather Roberts, discussed the provided worksheet detailing past reserve history and current unaudited reserves. She explained how the HWCH reserves would be calculated using the same method that has been used for many years and asked if the commission wanted to reduce the prior year's road and street reserves (which included the 2024 street sign expenses). She also discussed reclassifying unassigned reserves to assigned reserves reflecting the goals, plans, and projects the Town would like to focus on in the future. Mayor Susan Ditty noted she would like to increase the road and street reserves and add to stormwater and forestry reserves.

Commissioner Calenda made a **MOTION** to not transfer 1/3 of the HWCH profits, to increase the assigned road and street reserves to \$640,000, the stormwater to \$50,000, and forestry to \$20,000 for the FYE 2024. Commissioner Foster seconded the **MOTION**. All were in favor. **MOTION** passed.

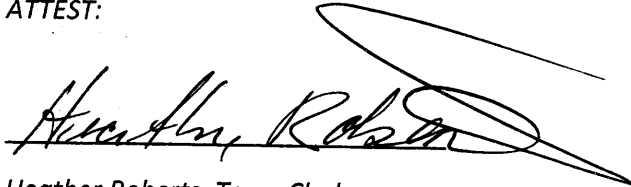
VI. Adjourn: 7:47 pm

If an individual decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, a record and transcript of the proceedings will be required and the individual will need to ensure that a verbatim record and transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based and will be acceptable in a court of law (FS286.0105). Such person must provide a method for recording and transcribing the proceedings verbatim as the Town does not provide such a record or transcript. In accordance with the Americans Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting contact the Office of the Town Clerk (321) 723-8300.

A handwritten signature in black ink, appearing to read "Susan Ditty", written over a horizontal line.

Susan Ditty, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Heather Roberts", written over a horizontal line.

Heather Roberts, Town Clerk